



## Production Records in the Child and Adult Care Food Program Webinar

- 1) Institutions are required to maintain documentation of the foods and amounts of foods that are prepared for each meal that is claimed for reimbursement. These records are referred to as:**
  - a) Meal Counts
  - b) Menus
  - c) Production Records
  - d) Receipts
  
- 2) Which of the following is an example of how the leftover column can be used by the local agency?**
  - a) To determine when cooks are overestimating the amount of food needed to be prepared.
  - b) To determine the likes and dislikes of children when family style meals are served.
  - c) To determine compliance with the required meal patterns to ensure that cooks are providing the minimum serving size required.
  - d) All of the above.
  
- 3) If the center is not licensed to care for adults, is the center allowed to claim the meals served to the adults?**
  - a) Yes
  - b) No
  - c) Sometimes
  - d) I don't know
  
- 4) The Numbers Served column:**
  - a) Needs to be completed for every age group that participated in the meal (including any adults)
  - b) Needs to be completed for every age group that participated in the meal (except for any adults)
  - c) Only those age groups that will be claimed for reimbursement
  - d) Only those children who are under 1 year of age.
  
- 5) When completing the Menu column it is important to:**
  - a) Be very specific about the menu item.
  - b) Make sure to record the correct food item on the correct menu component row.
  - c) Both of the above
  - d) Neither of the above

**6) Where should references to Child Nutrition (CN) labels be documented?**

- a) The Menu column
- b) The Serving Size column
- c) The Quantity Prepared column
- d) The Food Item column

**7) The name of the center should be filled out:**

- a) On the first page of the production record book only.
- b) Only on one page of the production record book (it doesn't matter which page).
- c) On every production record.
- d) On every other page of the production record book.

**8) The Food Item column is the location to record the "type" of food item served.**

- a) True
- b) False

**9) Production records must be maintained on file for how long after they are filed?**

- a) One month
- b) Until the claim is paid
- c) For three years beyond the year to which they pertain
- d) Forever

**10) If adult meals are served, the Serving Size column needs to reflect the serving sizes for those adults in order to complete an accurate evaluation of the amounts prepared.**

- a) True
- b) False

**11) Under what circumstance is the center not required to complete a production record?**

- a) If the cook is also teaching in a classroom.
- b) If the cook has not been trained in how to complete the records.
- c) If the center does not have a full time cook.
- d) If the meal(s) is/are not going to be claimed for reimbursement.

**12) It is not permissible to complete any part of the production record in advance.**

- a) True
- b) False

**13) Which of the following is an acceptable form for use as a production record?**

- a) The production records provided by the State agency (purple book).
- b) The electronic version of the State agency production record as found on the CANS website.
- c) Any alternate form of production record as long as it is approved in advance by the State agency.
- d) Any of the above

**14) Serving sizes for most bread/grain and meat/meat alternate items should be recorded in:**

- a) Cups
- b) Ounces or Grams
- c) Slices
- d) Servings

**15) If a center has a recipe on file, may a reference to that recipe be made on the production record instead of recording the amount of each food item used to prepare the menu item?**

- a) No.
- b) Yes, as long as the recipe is followed exactly as it is written each time.
- c) Yes, as long as the recipe is made available for review during a Program review.
- d) Both B and C above.

**16) What would be the suggested serving sizes to use for adults?**

- a) As much as the adults want
- b) Twice as much as the oldest child enrolled
- c) The serving sizes for children ages 6-12
- d) The total of the serving sizes for each age group added together

**17) If the local agency does not want to record the weight of each serving size for the bread/grain item in the serving size column, in which column should the center record the weight of each serving (e.g. 1 cracker = 13 grams)?**

- a) The Menu column
- b) The Serving Size column
- c) The Food Item column
- d) The Quantity Prepared column

**18) Which of the following columns should not be completed in advance?**

- a) The Menu column and the Serving Size column
- b) The Quantity Prepared column and the Numbers Served column
- c) The Serving Size column and the Food Item column
- d) The Menu and the Food Item column

**19) The information recorded in the Quantity Prepared column must be:**

- a) specific
- b) measurable
- c) neither a or b
- d) both a and b

**20) Which office administers the Child and Adult Care Food Program at the State level?**

- a) Child and Adult Nutrition Services
- b) Comprehensive School Health
- c) Child Care Services
- d) Adult Services and Aging

---

**Your Name**

**Local Agency Name**

**Date**